

**TO OBTAIN A PERMIT FOR ONE OR TWO- FAMILY DWELLING- file the following:**

1. **One (1) Application Form** completed with all necessary signatures
2. **Two (2)** sets of construction plans (1 - Building Department (bring to Fire Dept. 1<sup>st</sup>, marked with smoke/fire/CO detectors, 1 - Returned to Property Owner). **Stamped Plan to remain on job site.** **Designed Duct Work Plans required** (need Sheet Metal License)
3. **Technical documentation** required for all engineered lumber, Ex.: Trusses, I-Joists, Lams, etc.
4. **One (1)** site plan with wet stamp by Massachusetts registered land surveyor.
5. If sewers are available, a **Sewer Entry Slip** which must be obtained through the DPW by a "**licensed drainlayer**".
6. If city water is available, a **Letter of Availability** from the respective water department (Springfield, Wilbraham or South Hadley).
7. No city water - **Well must be drilled and tested** prior to application. Results to be submitted to the Board of Health.
8. **a) Septic Tanks** - A "**Disposal Works Construction Permit**" must be obtained from the Board of Health. **Percolation Tests fall under the Board of Health**  
**b) If constructing bedroom addition**, must be signed of by Board of Health
9. "**Street Opening Permit**" to be obtained from the DPW on public ways. Copy of plot plan submitted with building application is required.
10. Conservation Commission - if a lot is **within 100' of a wetlands, swamps, marsh, bog, pond, OR within 200' of a stream**, the applicant should contact the Conservation Commission for an "**Order of Conditions**".
11. **WORKER'S COMPENSATION AFFIDAVIT** - must be filed with the application
12. **NON-CONFORMING LOTS** - if a lot does not meet the current zoning requirements, copies of all deeds from the present deed, back to the time of the sub-division or 1955 when the Zoning Bylaws were adopted, must be reviewed and a determination will be made.
13. Energy Conservation Application Form. (**STATE BUILDING CODE- REScheck-Version 4.4.1 Release, 2009 IECC CODE or later**-May be downloaded from [www.energycodes.gov](http://www.energycodes.gov))
14. File for verification of tax payments in accordance with Town Bylaws, Chapter II. §36 (on application)
15. New Subdivisions not yet accepted by Town – need Planning Board Covenants Release (on application)
16. File Storm Water Management Plan Application for lots/projects disturbing over one (1) acre with D.P.W.
17. Apply for Fire Department and Sheet Metal permits; Electrical, Plumbing & Gas permits required after building permit is issued

**IN ACCORDANCE WITH THE STATE BUILDING CODE §111.1, ACTION MUST BE TAKEN ON THE SUBMITTED PLANS AND ON THE APPLICATIONS WITHIN THIRTY (30) DAYS OF RECEIPT. ALL INFORMATION MUST BE FILED AT THE TIME OF APPLICATION. ACTION WILL NOT BE TAKEN ON INCOMPLETE FILINGS.**

**BUILDING COMMISSIONER -  
DEPT. OF INSPECTIONAL SERVICES -**

**JUSTIN LARIVEE**  
488 CHAPIN STREET, 3rd FLOOR, ROOM 305  
LUDLOW, MA 01056  
(413) 583-5605 ext. 1210  
Fax (413) 583-5603  
TTY (413) 583-5668

Revised 10/7/11